

SECRET

Chief, Administrative Services

23 May 1951

Vital Materials Officer

Status of Vital Materials Program

1. Activity on the program described above is reported as follows from 19 March 1951 when the undersigned reported for duty.

a. Revised CIA Regulation [] "Records Management", to provide basic authority for Vital Materials Program and place proper emphasis upon responsibilities of the Vital Materials Officer and Area Records Officers.

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b. Prepared comprehensive operating procedure for vital materials program.

c. Revised organizational chart of Records Management and Distribution Branch to provide for acceleration of records analysis program, reproduction of vital materials and inclusion of archival and repository activities.

d. Revised and supplemented administrative functions of Records Management and Distribution Branch as appropriate to accelerate records analysis and vital materials program under new organizational framework.

e. Prepared new table of organization to supply manpower for accelerated records analysis and vital materials program.

f. Adopted organizational and functional approach to establish administrative control of CIA records and to determine propriety of materials construed as vital.

g. Initiated training of records analysis (both senior and junior) in evaluation of materials as vital, record, nonrecord, current, and noncurrent; and, also, training of microfilm operators.

h. Organized internal operating routines on a segmental basis, assigning definite responsibilities to individual employees and to analyst teams for pursuit of records analysis and vital materials program in its several phases such as, analysis of records, survey of filing equipment, availability of microphotographic cameras and equipment, scheduling of micro-filming operations, regrading of security classifications and preparation of disposal standards and schedules in compliance with public law.

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i. Devised improved method to expedite initial processing of records, i.e., preliminary screening thereof.

(1) The purposes to be served by this method are as follows:

- (a) Facilitate overall evaluation of records by each office of origin.
- (b) Select vital materials for reproduction and subsequent deposit in repository.
- (c) Establish retention periods of record and current materials and, also, noncurrent materials of enduring value.
- (d) Schedule transfer of noncurrent and nonrecord material to CIA Archives for final processing and disposition such as retention, destruction, or transfer to the National Archives.

(2) This method employs a form, size 11 x 8½, which provides for essential information such as, office identification, item number, title and subject of record series, filing arrangement, linear feet, inclusive dates, security classification, evaluation, (i.e., as vital, record, nonrecord, current or noncurrent), retention period and disposition. A supply of the blank forms is being given immediately to the Area Records Officers of all Offices of Origin. Preparation of the form in triplicate is being accomplished at present in approximately 60% of such offices for distribution as follows:

- (a) Original to CIA Repository No. 2
- (b) Copy to Records Management and Distribution Branch
- (c) Copy to Office of Origin

j. Instructed analysts to request each Area Records Officer to assemble a set of administrative and operating forms and, also, report forms used by each office of origin, respectively, for deposit in the repository. One set only of forms and reports in general administrative use by all offices will be deposited.

k. Instituted the maintenance of a "diary" with emphasis on vital materials program, in which to record progress made by analyst teams engaged in records analysis, completed assignments, problems experienced and solutions thereof, and topics of general interest to facilitate operating routines and preparation of schedules thereafter.

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1. Established constructive "liaisons" with OCD and Inspection Security Office to pursue vital materials program on accelerated basis.

a. Alerted Area Records Officers in Offices of Origin on informal basis of the "modus operandi" for the vital materials program.

a. Visited Repository No. 1 for orientation and location of vital materials now on deposit and for planning the transfer of certain materials to Repository No. 2.

c. Effected following transfer on 20 April 1951, to Repository No. 2:

- (1) Eight, filled, steel, card type cabinets, (BR) from Repository No. 1
- (2) Seven, filled, steel, card type cabinets (BR) from M Building
- (3) Fifteen, empty, cap size, 4 drawer steel cabinets to provide for normal expansion under accelerated program and, also, for allotment to each office of origin in the event a period of urgency should arise and transfer of unreproduced vital materials in bulk would be advisable on one or two hours notice.

p. Visited Repository No. 2 on 7 May 1951, for orientation purposes, to make determinations concerning ingress or egress of heavy cabinets to or from secured area, and plan space arrangements for second transfer of material from Repository No. 1.

q. Completed following transfer to Repository No. 2 on 21 May 1951:

- (1) Six (6) filled, steel, card type cabinets
- (2) Three (3) filled, steel, cap size cabinets
- (3) Two (2) empty steel, card type cabinets from warehouse.

r. Vital materials deposited in repository subsequent to 12 April 1951, the date of the most recent prior status report, is described briefly as follows:

- (a) 50,000 IBM cards
- (b) 50 reels of microfilmed materials
- (c) 2 linear feet of unduplicated miscellaneous material.

s. Statistical summaries on the status of vital materials are provided in attachments 1, 2, and 3.

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Rec.Mgt.&Dist.Br. (4)

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Attachment 1

STATUS OF FILING EQUIPMENT IN REPOSITORIES

<u>REPOSITORY NUMBER</u>	<u>CARD TYPE</u>		<u>FILE TYPE</u>		<u>TOTAL</u>
	<u>FILLED</u>	<u>EXPANSION</u>	<u>FILLED</u>	<u>EXPANSION</u>	
No. 1	6	2	21 ^{1/}	0	29
No. 2	21	2	3	15	41
Totals	<u>27</u>	<u>4</u>	<u>24</u>	<u>15</u>	<u>70</u>

1/ 8 Letter size, 13 Cap size.

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May 21, 1951

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Summary Report of Vital Materials Program

Number of Reels	Estimated Number of Frames	Office of Origin	Description of Material	Percent Completed	Remarks
1	650	Legal	Legal Opinions	100%	Brought up-to-date as necessary
1	505	Services	Construction, Deeds, Leases, Licenses	100%	Brought up-to-date as necessary
4	8863	Personnel	O.S.S. Service Record Cards	100%	Fully Completed
2	7000	Personnel	CIA Service Record Cards	100%	Next Filming Sept. 1951
4	5371	Personnel	Job Descriptions	100%	Next filming Sept. 1951
2	3713	Fiscal	Leave Record S.F. 1137	100%	Next filming Sept. 1951
2	8966	Fiscal	Payroll Index Cards	100%	Next filming Sept. 1951
2	3790	Fiscal	Retirement Record Card S F 2806	100%	Next filming Sept. 1951
10	16,385	Fiscal	Payroll Cards WD 43	100%	Next filming Sept. 1951
23	33,759	Fiscal	Personnel Actions	100%	Current as of April 30, 1951. Filmed every 2 months.
17	22,598	Inspection & Security		100%	Current as of March 1951. Will be brought up to date when microfilm personnel are available.

21 May 1951

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VITAL MATERIALS MICROFILM PROGRESS REPORT
Office of Collection and Dissemination

<u>Office</u>	<u>Total No. Frames Filmed thru 21 May</u>	<u>Total No. Reels Filmed thru 21 May</u>	<u>No. Frames Filmed 1 Mar. thru 21 May</u>	<u>No. Reels Filmed 1 Mar. thru 21 May</u>	<u>Initial Project Complete</u>
Biographic Register	282,787*	113	None	None	100%
Graphics Register	237,729**	182	105,201	113	22%
Industrial Register	538,383†	218	59,464	34	100%
TOTALS	1,058,899	513	164,665	147	74%

*An estimated 60,000 frames will be filmed every six months to bring the file up to date.

**An estimated 395,000 frames must be filmed to complete the initial project.

† New incoming material is filmed each day. 236,668 frames of continuation or new material have been filmed to date.